

Early Literacy Facilitator

New Hanover County Schools

Job Description

Class: Certified
Dept: Schools

TITLE: Early Literacy Facilitator (3 Year Grant Funded)

QUALIFICATIONS:

1. Bachelor's degree in education; Master's degree or National Board Certification preferred.
2. A current K-6 teaching license in North Carolina.
3. Minimum of five years teaching experience.
4. Completed LETRS Science of Reading course with a score of 88% or higher.
5. Evidence of strong student literacy outcomes and in-depth knowledge of reading and writing processes aligned to the Science of Reading.
6. Have specialized knowledge about adult learning principles and apply those principals when working with teachers.
7. Accomplished or higher on Standards 1 and 4 of the teacher evaluation instruments or equivalent.

REPORTS TO: Building Principal

JOB GOAL: To provide job-embedded, ongoing professional development to enhance Pre-K through third-grade literacy instruction by improving student outcomes and teacher expertise in early literacy outcomes. Assists teachers and administrators in implementation of the literacy curriculum, instruction, assessment. Supports the organizational goals of the district by providing collaboration, consulting, and support services in an assigned school. Acts as a key member of the school's instructional leadership team and works directly with the principal to provide professional development to teachers through a support continuum of modeling/co-teaching lessons, early literacy data analysis, student-centered coaching cycles (observation, feedback, conferring), and leading weekly literacy professional learning community meetings with the direct goal of increasing student achievement.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Assists teachers and administrators and collaborates to provide a comprehensive approach to implementing curriculum, instruction, assessment, and the organizational goals of the school and district.
2. Engages school staff in ongoing-embedded professional development (Coaching cycles: pre-conference, observe, model lessons/co-teach, post-conference) with evidence-based, systematic, and explicit instructional delivery methods to ensure that all teachers have been trained to an advanced level of delivery and are using instructional materials as designed and aligned to the North Carolina Standard Course of Study (NCSCOS).

3. Serves as a resource in identifying appropriate instructional strategies and interventions to improve achievement for all students.
4. Leads teachers in making efficient, exemplary instructional decisions through reflective planning and weekly Professional Learning Community meetings.
5. Collects, scores, and analyzes data for increasing student achievement; Utilizes data to provide differentiated support to recommend changes to improve schoolwide and/or classroom instructional practices to align with district goals and priorities.
6. Conducts regular goal setting with school administration and teachers based on assessment data and designs instructional steps and professional development to improve student outcomes.
7. Attends and actively participates in regularly scheduled meetings and professional development throughout the school year for literacy facilitators from across the school district.
8. Engages all stakeholders to build strong family and community partnerships to support early literacy learning and awareness.
9. Develop, monitor, and continuously improve district guides, resources, and support documents.
10. Follows all guidelines in grant proposal and execution.
11. Follow all rules, policies, and procedures of New Hanover County Schools, along with state and federal regulations pertaining to schools and instructional practices

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Ten-month work year/At Will/FLSA Exempt

Starting Salary and/or Grade: **State teacher salary scale;** This position is funded as part of a 3-year grant for school year 2024-2025, 2025-2026, and 2026-2027.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to maintain effective working relationships with administrators and teachers.
- Ability to organize and conduct multiple activities and projects with concrete deadlines
- Demonstrate functional knowledge of computers and all aspects of Microsoft Office and Google.
- Ability to communicate clearly and concisely, both orally and in writing.
- Physical ability (able to exert up to twenty (20) pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.